

NDCSWINST 1752.1C  
00FAP  
8 Mar 1999

NAVDENCEN SOUTHWEST INSTRUCTION 1752.1C

Subj: FAMILY ADVOCACY PROGRAM (FAP)

Ref: (a) DOD Directive 6400.1  
(b) SECNAVINST 1752.3  
(c) OPNAVINST 1752.2  
(d) NAVMEDCOMINST 6320.2

Encl: (1) Procedures for Reporting Spouse or Child Abuse Noted During Working Hours  
(2) Procedures for Reporting Spouse Abuse for Watchstanders  
(3) Procedures for Reporting Child Abuse for Watchstanders  
(4) CFAR Procedures for Staff Victims/Offenders and Child Abuse

1. Purpose. To issue standard operating procedures in accordance with reference (a) through (d) for command personnel to follow for suspected or validated abuse and/or neglect.
2. Cancellation. NAVDENCENS DIEGOINST 1752.1B.
3. Discussion. An effective FAP not only provides for treatment for the victims of abuse, neglect, sexual assault, or rape, but also provides a preventive program involving identified "high risk" individuals and families. The FAP is a multifaceted, multi-disciplinary program that requires cooperation among various agencies and professional disciplines.
4. Policy. Prevention of spouse and child maltreatment incidents, through early detection and assistance for families, is a primary goal of the FAP. Compliance with the guidance herein is essential; action must be in accordance with this instruction. The immediate safety of suspected victims is the highest priority.
5. Procedures. Enclosures (1) through (3) depict the processes which must be followed when a suspected victim is identified. Enclosure (4), outlines procedures followed by the Command Family Advocacy Representative (CFAR) in the management of cases involving staff personnel.
6. Responsibilities
  - a. The CFAR, appointed in writing by the Commanding Officer, shall:
    - (1) Receive all reports of known or suspected abuse and establish case numbers.
    - (2) Advise the Commanding Officer on all matters pertaining to the FAP.

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- (3) Ensure that procedures and coordination related to the FAP at this command are supportive of actions among various agencies and professional disciplines.
  - (4) Ensure all staff members receive one half hour of instruction on the FAP as part of Command Indoctrination Training.
  - (5) Ensure watchstanders have established protocols on the identification and referral of child and spouse maltreatment victims.
  - (6) Maintain individual case files for enlisted military staff in the FAP. Officer files will be held by the Executive Officer.
  - (7) Directly liaison with Family Advocacy Center staff for case management recommendations.
- b. The Senior Watch Officer shall ensure that all Chiefs of the Day and Command Duty Officers receive training on identification of potential victims and procedures for reporting.
  - c. The Head, Personnel Administration Department shall ensure the CFAR's name and work telephone number is published in the Plan of the Week.
  - d. Personnel must report all suspected incidents of child and spouse maltreatment, which come to their attention.

D. D. WOOFER

Distribution:  
List I, Case 1,2

